



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL

STATE OFFICE BUILDING – 10th FLOOR
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Dover Project Safe Neighborhoods Request for Proposals

Eligible Applicants

Grantee eligibility Category 1: Research and Evaluation - Eligible applicants are research entities such as universities and colleges addressing and evaluating crime reduction in the community and serving the City of Dover target area.

Grantee eligibility Category 2: Law Enforcement activities – Eligible applicants are law enforcement agencies addressing crime reduction in the community and serving the City of Dover target area.

Grantee eligibility Category 3: Community Services - Eligible applicants are community nonprofit service agencies addressing crime reduction in the community and serving the City of Dover target area.

Deadline

Completed applications must be **submitted into Egrants by April 12, 2019 - no exceptions will be made.** Un-submitted applications will be automatically closed by the Egrants system on 4/11/19. Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact Valarie Tickle or the Egrants Help Desk (cjcegrantssupport@state.de.us).

Registration of Agencies, users, and the processing of Security Role Requests can take a week or longer. Please plan accordingly. All agency roles must be fulfilled by the applicant agency. **Registrations for new agencies and any new egrants users for this funding announcement must be received by April 8, 2019.**

Contact Information

If you have questions in regard to this solicitation, please contact Valarie Tickle at (302) 577-8713 or valarie.tickle@state.de.us

Released From: The Criminal Justice Council
Release Date: March 28, 2019

Overview:

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting applications for potential funding for the Dover Project Safe Neighborhood project. This funding is awarded under the federal Project Safe Neighborhoods FY 2018 Program. The United States Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is charged with administering this Program, in conjunction with State agencies like the CJC. This solicitation is designed to provide funding to law enforcement, a research entity and a community nonprofit service agency involved with addressing crime reduction in the community and serving the City of Dover target area.

Project Safe Neighborhoods (PSN) is designed to create and foster safer neighborhoods through a sustained reduction in violent crime, including, but not limited to, addressing criminal gangs and the felonious possession and use of firearms. The program's effectiveness depends upon the ongoing coordination, cooperation, and partnerships of local, state, tribal, and federal law enforcement agencies—and the communities they serve—engaged in a unified approach led by the U.S. Attorney (USA) in all 94 districts. Acting decisively in a coordinated manner at all levels—federal, state, local, and tribal—will help reverse a rise in violent crime and keep American citizens safe. PSN provides the critical funding, resources, and training for law enforcement, prosecutors, and their PSN teams to combat violent crime and make their communities safer through a comprehensive approach to public safety that marries targeted law enforcement efforts with community engagement, prevention, and reentry efforts.

With PSN, each USA is responsible for establishing a collaborative PSN team of federal, state, local, and tribal (where applicable) law enforcement and other community members to implement a strategic plan for investigating, prosecuting, and preventing violent crime. Through the PSN team (referred to as the “PSN task force”), each district will implement the five design features of PSN—leadership, partnership, targeted and prioritized enforcement, prevention, and accountability—to address violent crime in their respective districts.

This multiple year project will utilize PSN funds to augment and expand existing efforts targeting criminal activity in the City of Dover. Grant funds are utilized to target high crime and violent areas of the City by enhancing law enforcement efforts. There will be a community outreach effort to identify some of the reasons for certain areas to have a higher crime rate than others and to provide some intervention to the community. As a result this will foster better police/community relations.

Federal deliverables and performance metrics include:

For the PSN grant, the following goals will be addressed as per the federal application:

- (1) Decrease the drivers of violent crime in the City of Dover, Delaware;
- (2) Increase enforcement and prevention efforts;
- (3) Foster effective and sustainable changes in the community to prevent violent behavior.

The proposed project will support and enhance the local and state capacity to respond to violent crime through subgrant programs in the City of Dover.

Allowable Uses for Award Funds and Program Parameters:

Within the PSN solicitation categories, there will be the following objective criteria:

1) Law enforcement activities

- a. Be an established law enforcement department
- b. Conduct patrols within the target area
- c. Have the ability to track and report crime data

2) Research and Evaluation

- a. Have the resources necessary to collect, maintain, analyze and report data, including but not limited to data base and data analytical tools, such as SPSS and ACCESS.
- b. The research team will be required to compare violent crime rates prior to, during, and at the end of the project period. The research team will also assess community resident needs, service referrals, strengths, influencers, instigators, and views on police/community relations.
- c. The Research Partner will provide data interpretation expertise, including training and workshops for the cross-sector community action groups, throughout the Planning Phase. At a minimum, the training and workshops will address describing and defining crime and other neighborhood problems based on data; and developing continuum of strategies based on research and evidence-based practice and directly related to the identified neighborhood problems.
- d. The Research Partner will provide ongoing analysis, monitoring, and assessment of the planning process as well as assist with the production of the final summary report.

3) Community Services

- a. Have experience working with justice involved adult and juveniles
- b. Have experience deploying violence disrupters into the target area to assess community needs and deter and de-escalate ongoing violent criminal activity.
- c. Have an established presence within the target community and experience in community assessments and engagement.
- d. Have experience working with criminal justice stakeholders particularly the U.S. Attorney's Office

This solicitation is for potential applicants:

Community-based provider - to engage individuals and families in each targeted neighborhood and build trusting relationships. Through this engagement, the community-based provider will assess individual and family needs and make linkages to services. Through relationships with residents, the community-based provider will assess the circle of care, positive influencers, and

negative instigators. This information will allow the community-provider to facilitate activities to prevent or deter potentially violent interactions in the neighborhood.

Research Partner - to assess PSN efforts and effectiveness, holding the Task Force accountable for implementing the project as designed. The quarterly evaluation reports from the Research Partner will also provide information to hold the community-based provider accountable for their efforts and impact. The Research Partner will provide data interpretation expertise, including training and workshops for the cross-sector community action groups. At a minimum, the training and workshops will address describing and defining crime and other neighborhood problems based on data; and developing continuum of strategies based on research and evidence-based practice and directly related to the identified neighborhood problems. The Research Partner will provide ongoing analysis, monitoring, and assessment of the planning process as well as assist with the production of the final summary report. The Research Partner will assess the planning process by developing, administering and analyzing pre/post training surveys and by analyzing action plans, meeting minutes, and action group reports.

The Dover PSN Task Force - community strategy is modeled after the St. Louis Metropolitan Gun Violence De-Escalation Centers. The de-escalation model has demonstrated preliminary success in providing individuals options for reporting potential violence to engaged community-based providers with the resources and skill to de-escalate potentially violent situations. Through this method, the Dover PSN Task force will foster effective and consistent collaboration with community-based organizations and the diverse communities that law enforcement agencies serve which increases public safety and reduces violent crime.

Applicants may use funds to establish, enhance, expand and/or redesign existing or new programs. The Office of Justice Programs website <http://www.crimesolutions.gov/> is one helpful resource that applicants may use to find information about evidence-based programs in criminal justice.

The selected provider will be required to comply with CJC reporting requirements:

Quarterly reports: Awarded programs are required to submit quarterly fiscal and programmatic progress reports within twenty days following the close of each quarter:

Quarter ending March 31 – Reports are due April 20

Quarter ending June 30 – Reports are due July 20

Quarter ending September 30 – Reports are due October 20

Quarter ending December 31- Reports are due January 20

Eligibility Criteria:

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Grantee eligibility Category 3: Community Services - Eligible applicants are community nonprofit service agencies addressing crime reduction in the community and serving the City of Dover target area. No funding will be provided to individuals or agencies that have not yet achieved non-profit status.

CJC's Electronic Grants Management System

Completed **applications must be submitted into Egrants**. Please make sure your agency is properly registered, and the identified users are registered for the appropriate security levels. Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact the Egrants Help Desk (cjcegrantssupport@state.de.us).

Registration of Agencies, users, and the processing of Security Role Requests can take a week or longer. Please plan accordingly. All agency roles must be fulfilled by the applicant agency. Registrations for new agencies and any new egrants users for this funding announcement must be received by April 8, 2019.

The CJC is responsible for ensuring our subgrantees are abiding by financial management guidelines as determined by the US Department of Justice, Office of Justice Programs, and Office of the Chief Financial Officer. The “Separation of Duties” is expected of our subgrantees as a method of preventing grant fraud, waste and abuse. Separation of Duties is a key internal control concept that establishes procedures for certain types of transactions and reporting. **No one person is able to do both fiscal reporting and program reporting. You must register two individuals per agency – one for the programmatic sections and one different individual for the fiscal section input. One individual must be named the FINANCIAL CREATOR and one individual must be the PROGRAM CREATOR. Someone from the agency must also have approval for the SUBMISSION role in egrants.** A description of all egrant user roles can be found at: https://cjc.delaware.gov/wp-content/uploads/sites/61/2017/07/SecurityRolesQuickStartGuide_rev-min.pdf

Available Amount:

Under the FY2018 Project Safe Neighborhood grant solicitation, applicants must apply in one of three categories depending on the focus of the program:

Category 1: Research and Evaluation - CJC anticipates making one award for \$10,000

Category 2: Law Enforcement activities – CJC anticipates making one award for \$45,000

Category 3: Community Services - CJC anticipates making one award for \$81,893

There is **no** match requirement.

Grant Period:

For the purpose of this solicitation, the Delaware Criminal Justice Council will be selecting appropriate programs for **one-time** funding. Proposals should be based on a current project end date of **8/30/2021**. Continuation funding is not available under this solicitation.

Supplanting

Program Funds **may not replace** state, local, or federal funds that have been appropriated for the same purpose. Grant funds are to be used to **enhance or expand** services to individuals, not to substitute (supplant) other funding sources. In other words, funds presently appropriated for the project may not be decreased due to additional federal funds being made available through the CJC. Grant funds must **add to**, not replace, what already exists. In those instances where a question of supplanting arises, the applicant or subgrantee will be required to substantiate that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of federal funds. (For example: an agency received \$10,000 from a foundation or corporate funder; during the past year and this year will only be receiving \$5,000, grant funds could be requested to cover costs up to the amount lost- if the applicant can substantiate that funding has been lost).

Dun & Bradstreet Data Universal Numbering System: All applicants must have a Data Universal Numbering System (DUNS) number when applying for these federal funds. Organizations may receive a DUNS number at no cost, by calling the toll-free DUNS number request line at 1-866-705-5711.

System for Award Management (SAM): All potential subgrant recipients must register with the System for Award Management (SAM). SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Registrants must update or renew their registration at least once per year to maintain an active status. It is the applicants' responsibility to provide the CJC the status of SAM registration (active, inactive, pending).

<https://www.sam.gov/portal/public/>

Any selected applicants must be prepared to provide documentation of an active SAM prior to a CJC subgrant award. There is **no cost** to register.

Non-Profit Organization (NPO) Status Certification: All potential subgrant recipients must certify their non-profit status by submitting a statement affirmatively asserting the agency is a non-profit organization. Applicants can submit a copy of the agency's 501(c)(3) designation letter; or a copy of the agency's certificate of incorporation that substantiates its non-profit status.

If selected to be a subgrantee, the NPO should be prepared to provide the CJC with a copy of the most-recent financial statements.

Required Format:

Complete each of the sections in the Criminal Justice Council Concept Paper utilizing the CJC EGrants System. **It is the responsibility of the applicant to ensure that the concept proposal/application is complete and submitted properly.**

Project Concept Narrative Component Requirements:

Applicants under this solicitation must address each of the following:

1. **Project Summary:** Note the project category based on the focus of the application. Briefly describe the problem, the goal, the approach and the results or benefits expected from this project. Include evidence of expertise knowledge and/or experience in providing services to meaningfully address crime reduction in Dover. Describe how the applicant meets the requirements including program parameters and allowable use of funds. **Section must be completed by the PROGRAM CREATOR.**
2. **Project Narrative:** This application is an opportunity to justify your project and the need for funding. The need justification has a separate section but this section will most likely duplicate some of that information. **Section must be completed by the PROGRAM CREATOR.** Within the egrants Project Narrative Section, please address the following:

The Problem: In this response, the problem which this project is intended to address should be described and defined. Accurate problem definition is essential because the application can only be reviewed and evaluated according to the problem it aims to resolve. Describe the problem in a manner which offers the potential to observe and measure its dimensions before, during and after the project activity.

- a. Include a sound problem statement using statistical evidence and local data gathered in regard to the specific service to be provided. Describe the gap in service the proposal seeks to address.
- b. Provide evidence of expertise knowledge and/or experience in providing direct services to justice involved individuals in the community.

Goal Statement and Measurable Objectives: This response should clearly and concisely describe precisely what the project will achieve and/or demonstrate. The goal statement and measurable objectives should be directly related to the statement of the problem so that the project can be evaluated in terms of its ability to resolve the problem identified. A program goal is the end that you want to achieve through the funded project. Clearly state the primary services the project will provide. Provide a goal statement and measurable objectives. Provide a clear description of the nature of the service: What, How, and When it will be delivered. List objectives of the program in measurable terms and number of individuals to be served. For community services providers: include referral process for receiving clients (implementation section) and definition of successful program completion (impact section). Have in place an established relationship with collaborative partners, especially any new partners (implementation section).

- a. Please provide the implementation objectives for this project. Implementation objectives define your targets for implementing the program. Describe items needed such as personal and/or equipment to begin program operation and a timeline for obtaining such items.
- b. Performance objectives indicate activities necessary to achieve the goals of the program. Describe the action steps you will need to take to obtain your goal. These objectives should include monthly activities in measureable terms and number of expected individuals to be served.
- c. Impact objectives demonstrate the achievement of the goal of the project or program. What will be accomplished at the end? What difference will be made? In other words, what impact will your project make on the targeted population/community? Define successful program completion and target number for services.

Methods and Procedures: This response should address the impact of the program by quantifying the results.

- a. Clear methods and procedures for the implementation of the project. How data/information will be collected for reporting purposes.
- b. Ability to track program participants including collecting demographic data such as gender, age, race, etc.

Evaluation Design: This response should describe the specific plans and activities which will be pursued to measure progress toward and achievement of the goal statement(s) and objectives identified. The evaluation design should provide for and rely upon objective measures and judgments of project personnel, local officials or advisory groups. A description of how the evaluation strategy assesses all program requirements and the impact of the project.

Continuation: Indicate what prospects and willingness for continued financing of the project is to be sought after CJC support has been terminated. Furthermore, indicate the amount of CJC funding to be sought. Please provide an "assumption of local costs" timetable so that staff can determine the likelihood of continuation beyond CJC funds. Include a sustainability plan regarding the future of the program once federal funding is no longer available.

Is this application for CJC funding for a Continuation Grant? **If no, mark accordingly and skip the section – Past Progress Report.**

Past Progress Report: The purpose of the past progress report is to provide information on past results in summary form so that their utility can be applied to the continuing effort. Provide a summary for the last complete funding cycle in the state. Summarize your past grant achievements in 30 words or less.

3. **Budget:** Submit a budget that is complete, cost effective and allowable. Complete the budget detail and budget narrative as well as the recipient agency budget. Projects should budget for implementation (allocate time for hiring, etc.).
 - a. **Budget Detail section must be completed by the FINANCIAL CREATOR.**
 - b. **Budget Narrative section must be completed by the PROGRAM CREATOR.**
4. **Main Summary:** Brief project description. **Section must be completed by the PROGRAM CREATOR.**

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Threshold Requirements:

- ✓ Applicant agency must be a registered agency with the Criminal Justice Council's EGrants Management System ("Egrants"). The "Agency Registration Request Form" may be found on the Egrants Help page: <http://cjc.delaware.gov/Egrants.shtml>
- ✓ Project Director and Fiscal Officer must be approved users in Egrants. Individuals' Security Roles are determined by their agency/department. The "New User Security Role Request Form" must be completed, and online user created at the time this concept paper is submitted. Forms and Instructions to complete online registration may be found: <http://cjc.delaware.gov/Egrants.shtml>
- ✓ Digital Completion of the Criminal Justice Council's FFY2018 PSN Subgrant Programs Concept Paper
- ✓ Applicants/program must have a demonstrated a record of effective direct services.
- ✓ Demonstrated ability to receive referrals and conduct outreach to establish a client base.
- ✓ Collect, maintain and share criminal justice data.
- ✓ Response to the CJC's "*Declaration of Leading Practices to Protect Civil Rights and Promote Racial and Ethnic Fairness in the Criminal Justice System.*" An updated survey must be on file with the CJC. For more information, please visit: <http://cjc.delaware.gov/REFSurvey.shtml>
- ✓ A copy of applicant's the most recent fiscal year audit report is on file with the Criminal Justice Council.
- ✓ DUNS # Provided

- ✓ SAM Registry Status Provided
- ✓ Certification of the organization's Non-Profit Status (when appropriate)
- ✓ Comply with all Federal, State and CJC reporting requirements and grant administration guidelines.

Scoring:

Projects/applications that meet the above-referenced eligibility requirements and minimum thresholds will be accessed and scored based on the following criteria:

TOTAL POSSIBLE POINTS = 100

♦ (0-15 points) Project Summary

Briefly describe the problem, the goal, the approach and the results or benefits expected from this project.

♦ (0-65 points) Project Narrative

- *Problem Statement (0-20 points) Description of problem; use of research based literature; and relevant statistics; detailed nature of services (how, what and where services will be offered)*
- *Goals and Objectives (0-25 points) Established history in community; collaborative partners; and measurable outcomes;*
- *Methods and procedures (0-10 points) Methods and procedures the subgrantee plans to use for data collection and/or management for quarterly and annual reporting.*
- *Evaluation (0-5 points) Define the project's outcomes. Describe the mechanisms/methods to measure the outcomes.*
- *Sustainability (0-5 points) Describe the agency's efforts to continue the project's goals and services beyond the availability of federal funds. Detail the action steps to secure funding when federal funding is no longer available.*

♦ (0-10 points) Budget

- *Budget Detail (0-5 points) Are calculations correct; Are costs reasonable and allowable;*
- *Budget Narrative (0-5 points) Does the budget narrative explain why costs are necessary to the program and how costs were determined?*

♦ (0-10 Points) Main Summary

- *Follows format; agency's performance history as a CJC subgrantee; Required NPO Certification (if applicable); SAM Registry Status; and agency's current status to the CJC Racial and Ethnic Fairness survey*
[*\(http://cjc.delaware.gov/REFSurvey.shtml\)*](http://cjc.delaware.gov/REFSurvey.shtml)

Process and Funding

A team consisting of Criminal Justice Council staff and independent reviewers will review all applications submitted by the due date and make final recommendations. The team's

recommendations will be forwarded to BJA for final approval and the Criminal Justice Council Board. Approved programs will be notified shortly thereafter.

Please do not upload letters of support, brochures or other documents. Only letters verifying that the collaborating agency has agreed to cooperate and the success of the project depends on that collaboration will be accepted. Attachments submitted for any other purpose will not be considered.

Completed applications must be **submitted into Egrants by April 12, 2019 - no exceptions will be made**. Un-submitted applications will be automatically closed by the Egrants system on 4/11/19.

**Valarie Tickle
Criminal Justice Council
820 N. French Street,
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Wilmington, Delaware 19801.**

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